



# HUMAN RESOURCES DEPARTMENT

**City of Burlington**

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## COMMERCIAL ENERGY SERVICES SPECIALIST BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE: November 30, 2015**

**RANGE OF PAY: \$43,996 – \$72,125 /year**

**EXEMPT/NON-EXEMPT: Non-Exempt**

**DEADLINE TO APPLY: December 14, 2015**

**POSITION STATUS: Regular Full Time**

**CLASSIFICATION GRADE: 013**

**UNION: IBEW**

This position is responsible for working closely with Burlington's commercial customers and professional community in presenting and delivering customer services and demand-side management (DSM) programs.

### Essential Job Functions:

- Serves as a primary point of contact for commercial customers in coordinating customer requests within B.E.D., facilitating timely resolutions and delivering customer concerns and issues to appropriate departmental staff.
- Responds to customer questions concerning efficient energy usage, and energy-efficiency improvements.
- Performs field inspections and energy surveys for commercial customers; inventories, monitors and evaluates electrical, mechanical and thermal energy systems and equipment for energy saving opportunities.
- Develops energy-saving estimates available from changes in customer equipment, systems and operating and maintenance procedures.
- Performs computer modeling of buildings and systems and their potential modifications to determine energy performance.
- Installs power monitoring equipment to live voltages (120v – 480v) to obtain measurement and verification electrical load data for specific equipment and performs the necessary calculations, including pre and post-project monitoring, to verify actual performance of measures.
- Prepares and presents written and verbal proposals to customers regarding energy-efficiency projects including financing options and implementation arrangements.
- Prepares and negotiates contracts with customers, contractors, and vendors.
- Serves as project manager, including inspection of installations, coordination of payment disbursements, and mediation of contract disputes when necessary.
- Performs review and certification of new and rehab construction plans for compliance with Burlington Energy Efficiency Guidelines and to identify energy-saving opportunities.
- Assists in developing and interpreting energy efficiency guidelines for the City of Burlington.
- Researches and recommends new energy saving products and installation techniques and the incorporation of new electro-technologies into existing and new customer facilities.
- Works with Resource Planning and Energy Services teams to identify and promote technologies and practices that maximize customer and BED CP-kW savings and demand response opportunities.
- Assists in coordinating and maintaining energy efficiency program administration and program databases.
- Assists with coordinating customer education efforts and presenting BED programs to the public and professional organizations in a variety of forums, such as the Association of Facility Engineers and the American Society of Heating Refrigeration and Air Conditioning Engineers meetings.
- Works with Resource Planning and Energy Services teams on the evaluation of alternative power and thermal sources for C&I customers.
- Assists distribution engineering staff in targeting, analyzing, and assisting customers with poor power factor and power quality issues.
- Perform rate analysis sensitivity for commercial customers, comparing rate options and assisting with the selection of the most appropriate pricing option.
- Assists the Director of Energy Services in modifying ongoing demand-side program design and in designing future DSM efforts.
- Assists the Director of Energy Services in dealings with other City departments to integrate BED energy service programs with other City department operations, policies and regulations.

### Qualifications/Basic Job Requirements:

- Associate's degree in Electrical or Mechanical Engineering, additional experience may be substituted for a degree requirement on a two-for-one year basis, or related degree and □ years of relevant experience required, Bachelor's

degree preferred; 5-6 years of relevant experience could be substituted for the educational requirements.

- Familiarity with demand-side management, energy efficiency, load control technologies and techniques, preparing energy savings estimates, financing of energy efficiency measures, and life-cycle cost/benefit analysis required.
- Design review level knowledge of heating, ventilating, air conditioning, refrigeration and lighting systems required.
- Ability to obtain and maintain Energy Management Certification through the Association of Energy Engineers required.
- Familiarity with building design process, construction documents and codes required.
- Experience with capital financing, negotiation and management of contracts preferred.
- Familiarity with building and equipment modeling software required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to communicate effectively both orally and in writing required.
- Ability to perform thorough investigations of customers' facilities; to include: crawl spaces, roof hatches, towers, mechanical chaseways and closets.
- Ability to work in close proximity to electrical voltages up to 480, and set electrical and energy measuring equipment in place on these voltages.
- Ability to work well in a team environment.
- Ability to operate in a Windows based environment using word processing, spreadsheet and data base query software required.
- Demonstrated analytical ability and attention to detail required.
- Ability to organize and prioritize work-flow and meet deadlines required.
- Ability to work with minimal supervision required.
- Ability to maintain a CPR certification required.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**